

Subject: New Letter

From: Shannon Eastenson <shannon.eastenson@lacity.org>

Date: 01/21/2011 07:56 AM

To: duckworth.donald@gmail.com

Hi Don,

Sorry for this, but I need you to change the letter that you submitted as the "invoice" to include a beginning and end date for the work. Also, I need you to include language to the effect that this is a request for an advanced payment as your organization is not for profit and the work cannot begin until the funds are received. Please let me know if you have any questions. Thanks, Shannon

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Shannon Eastenson
Bureau of Street Services
1149 South Broadway, Ste. 400
Los Angeles, CA 90015
(213) 847-0872
(213) 847-0975 (fax)
Mail Stop 550